

# ACTIVITIES/FACILITIES REQUEST FORM (REVISED 2009)

(FOR GROUPS NOT FROM THIS CHURCH, USE "GUEST REQUEST FORM FOR FACILITY USAGE")

## Instructions:

1. Submit completed form at least **2 weeks** prior to the event. Forms without the required signatures will not be accepted.
2. Submit completed form to front office window secretary.
3. Check your mailbox/email for written approval (either "Approved" or "Not Approved" at the bottom of this form).
4. The Administration reserves the right to change a previously approved activity or room reservation.

### SUBMITTER'S INFORMATION

NAME: \_\_\_\_\_

Mailbox # or name on box: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

### ACTIVITY INFORMATION

Organization/ Activity Description \_\_\_\_\_

Requested Date(s) and Time

Date: \_\_\_\_\_, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date: \_\_\_\_\_, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Date: \_\_\_\_\_, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

(Including rehearsal or set-up date prior to the event, such as wedding decorating, rehearsal, etc.)

### YOUR SHEPHERDING OR FUNCTIONAL MINISTER'S APPROVAL OF THIS ACTIVITY



### ONSITE ACTIVITY

#### A. BUILDINGS

1. **Hall of Truth**— Upstairs Room # \_\_\_\_\_  
 MPR     MPR Kitchen (FILL OUT SECTION UNDER "KITCHEN")     Library
2. **Worship Center:**  
 Sanctuary     Conference Rooms (A B Both)     Courtyard  
 Choir Room **MUSIC MINISTER'S APPROVAL** \_\_\_\_\_
3. **Multipurpose Building (MPB):**  
 Gymnasium     Kitchen (FILL OUT SECTION UNDER "KITCHEN")     Back Patio Area
4. **Adobe Bungalow**
5. **Praise Center**  
 Auditorium     Side Classroom     Big Tent  
 Kitchen (FILL OUT SECTION UNDER "KITCHEN")
6. **Hill St. Bungalows**     #1     #2.
7. **Hall of Grace**—Room # \_\_\_\_\_

#### CHILDRENS MINISTER'S APPROVAL

8. **Hall of Joy**—Room # \_\_\_\_\_

#### CHILDRENS MINISTER'S APPROVAL

9. **Hall of Blessings-** Room # \_\_\_\_\_     Kitchenette (FILL OUT SECTION UNDER "KITCHEN")  
 Room 101-102 (Computer Lab) **CHINESE YOUTH DEPT. APPROVAL** \_\_\_\_\_

#### B. PARKING

- Worship Center Structure     Adobe Lot     Other \_\_\_\_\_

#### ADMINISTRATOR'S APPROVAL

### HOUSE AUDIO/VISUAL EQUIPMENT FOR THE WORSHIP CENTER, THE PRAISE CENTER, THE MPR

NOTE: portable video & overhead projectors, screens, DVD/CD players, etc., can be checked out through the church office.

A. The House Audio/Sound Operator must be on the authorized Telecommunications Dept. list.

Name \_\_\_\_\_ Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

(OVER)

B. The House PowerPoint Projection Operator must be on the authorized Telecommunication Dept. list.

Name \_\_\_\_\_ Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

C. Other house equipment needed (indicate quantity)

\_\_\_ Microphones & stands \_\_\_ DVD/VCR players \_\_\_ Overheads \_\_\_ Other \_\_\_\_\_

**TELECOMMUNICATION DIRECTOR'S APPROVAL FOR HOUSE EQUIPMENT**

**KITCHEN**

A. Person responsible for cleanup: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email: \_\_\_\_\_ (Cell) \_\_\_\_\_

B. Equipment (please indicate quantity)

\_\_\_ Oven/Stove \_\_\_ Utensils \_\_\_ Pots/Pans \_\_\_ Coffee pots \_\_\_ Refrigerator \_\_\_ Freezer

Other \_\_\_\_\_

**MAINT. MANAGER'S APPROVAL FOR MPB, MPR, & HALL/BLESSINGS KITCHENS**

**CHILDRENS MINISTER APPROVAL FOR PRAISE CENTER KITCHEN**

**OFFSITE ACTIVITY**

(For socials or retreats/camps, submit a list of participants, a map, the site phone, the time of arrival back to church, and contact cellphone numbers to the Church Office. Note: only Trustees may sign camp contracts, bus contracts, or any other contract.

Name of site: \_\_\_\_\_

Site address \_\_\_\_\_

Site phone: \_\_\_\_\_ Adult (FCBCLA) members in charge: \_\_\_\_\_

Cellphones \_\_\_\_\_

**SPECIAL APPROVALS NEEDED**

**A. WEDDINGS**

Pastor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Wedding Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Custodian (Thursday and Saturday for wedding in Sanctuary only): \_\_\_\_\_

Custodian (Saturday assistance of Sanctuary and MPB): \_\_\_\_\_

**B. RECREATION ACTIVITIES**

Recreation Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**C. OVERNIGHT USE**- Both your Shepherding or Functional Pastor and a Trustee's approval is needed.

Pastor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE ONLY**

**DATE RECEIVED** \_\_\_\_\_ **BY** \_\_\_\_\_

Lockup person notified if needed - Name \_\_\_\_\_

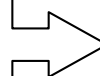
Custodian(s) notified if needed - Name \_\_\_\_\_

Parking Director notified if needed - Date arranged \_\_\_\_\_

Security guards arranged if needed - Date arranged \_\_\_\_\_

Trustees notified if contracts or liability issues are involved: Name \_\_\_\_\_

Approved by  
Church  
Administrator



\_\_\_\_\_  
\_\_\_\_\_

date